

Robert J. Loughlin H/Capt.

Instructions
for
The Canadian
Chaplain Service

The Canadian Army



OTTAWA
EDMOND CLOUTIER
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY
1943



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EDWARD CLARKE
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INSTRUCTIONS

FOR

THE CANADIAN CHAPLAIN SERVICE

THE CANADIAN ARMY

Organization

1. The organization and administration of the Canadian Chaplain Service is vested in the Adjutant-General.

2. The Service is divided into two sections:

Protestant Section, including all denominations except Roman Catholic.

Roman Catholic Section. This section will include Greek Catholics.

Two Principal Chaplains will be appointed on the recommendations of the main branches of the Christian Church in Canada, one for each of the above sections.

Appointment and Promotion

3. Appointments to the Service are made on the recommendation of the Principal Chaplains. No Clergyman will be appointed without the approval and recommendation of the branch of the Church to which he belongs.

4. (a) An applicant must be a duly accredited clergyman of the religious communion to which he belongs, and must have served in the active ministry of that branch of the Church for at least three years.

(b) No Chaplain will be appointed for service overseas who is under 26 years of age, or over 46 years of age, except those selected for senior appointments.

(c) Every applicant is required before appointment to be passed by a Medical Board as medically fit for general military service.

5. On first appointment, Chaplains will be granted the honorary rank of Captain. Promotion will be by selection to fill vacancies in establishments.

6. Spare.

Status

7. (a) Honorary rank entitles the holder to the precedence and other privileges of the corresponding rank for combatant officers.
- (b) A Chaplain has no right to carry arms and must not undertake the duties of combatant officers except in cases of self-defence.
- (c) While the honorary rank granted may be of great value to Chaplains in carrying out their duties, it should be remembered that they are not of the same category as that of combatant officers, and Chaplains should encourage all ranks to address them "Padre" or "Chaplain" rather than by their military titles.
- (d) A Chaplain is responsible to the recognized military authorities for the proper performance of his duties. On all ecclesiastical matters he is entitled to direct communication with the recognized head of his denomination but on matters relating to Chaplains' Services he is directly under the Senior Chaplain of his Command, District, or Formation.

8. Spare.

Posting and Attachment

9. On appointment, a Chaplain is posted to the District Chaplain Pool of the District in which he is to serve or to the Chaplain Pool of the Formation in which he is to serve. In the latter case, he is attached to some Unit in that Formation for quarters, rations, and discipline.

10. (a) (i) The Principal Chaplain or the Deputy Principal Chaplain, as appropriate, will make recommendations through the usual channels for the posting of Chaplains to Commands, Districts, or Formations.

(ii) The Senior or District Chaplain, as appropriate, will make recommendations through the usual channels for the attachment of Chaplains within the Command, District, or Formation.

(b) (i) Recommendations for the promotion in the Canadian Army Overseas of Chaplains up to and including the appointment of Deputy Assistant Chaplain will be forwarded through the usual channels for approval by the Senior Officer, Canadian Military Headquarters.

(ii) All other recommendations for promotion and appointment of Chaplains will be forwarded through the usual channels for approval by National Defence Headquarters.

11. Chaplains as officers are subject to the same Regulations and orders as are applicable to other officers. They will on first appointment, attend a course at an Officers Training Centre or undergo locally such Elementary Military Training as the General Officer Commanding in Chief, General Officer Commanding, or District Officer Commanding of the Command, Formation or District to which they are posted may decide.

DUTIES

Principal Chaplains

12. The Principal Chaplains (Protestant and Roman Catholic) are responsible for the spiritual welfare of the troops and for advising the Adjutant-General on all ecclesiastical matters concerning their sections. They are also responsible that the Chaplains in their respective sections comply with such orders and instructions as are issued by the Adjutant-General from time to time.

Deputy Principal Chaplains

13. (a) Deputy Principal Chaplains (Protestant and Roman Catholic) may be appointed on the recommendation of the Principal Chaplain. They will be the Senior Officers in the Canadian Army Overseas of the Canadian Chaplain Service in their respective sections.

(b) Deputy Principal Chaplains will be responsible to the Senior Officer at Canadian Military Headquarters for the administration of their respective sections of the Chaplain Service of the Canadian Army Overseas.

(c) They will, in the Canadian Army Overseas, represent their Principal Chaplain and will advance the spiritual and moral welfare and contentment thereof. They will make necessary recommendations, suggestions, and reports in all matters pertaining to the Chaplain Service.

(d) They will be directly responsible to the Senior Officer at Canadian Military Headquarters for the Chaplain Service in units under the jurisdiction of Canadian Military Headquarters in the United Kingdom.

Assistant Principal Chaplains

14. (a) Assistant Principal Chaplains (Protestant and Roman Catholic) may be appointed to Army H.Q. (Field) and Commands as required. They will be charged with responsibility for Chaplain Services within the Army formation and Command.

- (b) Assistant Principal Chaplains will be responsible to the Army Commander and General Officers Commanding Commands for the administering of their respective sections within the formation.
- (c) Assistant Principal Chaplains appointed to Army H.Q. (Field) will, in ecclesiastical matters, be responsible to the Deputy Principal Chaplain and those appointed to Commands to the Principal Chaplain. They will advance the moral and spiritual welfare and contentment of the Army or Command. They will make all necessary recommendations, suggestions and reports in all matters relating to Chaplain Service.

Deputy Assistant Principal Chaplains

- 15. (a) Deputy Assistant Principal Chaplains (Protestant and Roman Catholic) may be appointed when authorized by establishment. They will fulfil the duties of the head of the Chaplain Service within the formation in their respective sections.
- (b) The Deputy Assistant Principal Chaplains will be responsible to the Commander for the administration of the Chaplain Services within the formation.
- (c) They will be responsible to their Assistant Principal Chaplain for the spiritual and moral welfare and contentment of all troops within the formation and will make all necessary recommendations, suggestions, and reports in matters pertaining to the Chaplain Service.

Senior Chaplains

- 16. (a) Senior Chaplains (Protestant and Roman Catholic) may be appointed for each Command, Military District and Field or Garrison Formations other than the above when authorized by the Adjutant-General. They will be responsible to the Commander for the administration of the Chaplain Service within the Command, District, or Formation, in their respective sections.
- (b) Senior Chaplains will have the same responsibilities and duties with respect to the spiritual and moral welfare of troops within their sphere as the Deputy Assistant Principal Chaplains have towards troops within theirs. Senior Chaplains of Divisions will communicate with, and report directly to their Deputy Assistant Principal Chaplain of the Corps.

- (c) Senior Chaplains (Protestant and Roman Catholic) will also be appointed as required, for Base Units. They will be responsible to the Commander for the administration of the Chaplain Services in their respective sections, in the same manner as the Senior Chaplain of Divisions is responsible to the Divisional Commander.

17. It must be distinctly understood that the scope of the Chaplain's work is the formation to which he is posted, and is not limited to the unit to which he may be attached.

18. Spare.

Pay and Allowances, Accommodation

19. Chaplains will receive pay and allowances in accordance with their honorary rank as laid down for the corresponding rank in Financial Regulations and Instructions for the C.A.S.F.

If the military situation permits, a Chaplain is entitled to a separate room, hut, tent, or cabin, as the case may be. On active service this will not at all times be possible. Chaplains must be prepared to fall in with the general requirements of the situation. A Chaplain will, however, do his utmost to secure separate accommodation so that all ranks may see him in suitable privacy.

20. Orderlies will be allotted as provided for in Establishments and in accordance with normal procedure.

21. Spare.

Communications

22. (i) All correspondence, etc., dealing with military matters will be passed through the usual channels, that is, the O.C., of the unit to which a Chaplain is attached.
- (ii) Correspondence relating to ecclesiastical matters only, may go direct to the head of the denomination concerned, through Chaplain Service Channels.
- (iii) The Deputy Principal Chaplain, Assistant Principal Chaplains, Deputy Assistant Principal Chaplains, Senior Chaplains, and Chaplains will be careful to observe the usual and proper channels for communication both in Canada and Overseas. They may communicate between themselves in the same manner, and to the same extent, as is permissible in other services of the Canadian Army.

23. The sending of letters to the Press is forbidden. Chaplains are cautioned against the publication in the public press or magazine, including church papers, of their private letters. No appeals may be made to the public in any way whatsoever for gifts of any kind either for the troops or for personal use.

24. Spare.

Clerical Duties

25. The duties of a Chaplain are primarily and essentially to seek the spiritual and moral welfare of the men of the formation to which he is posted.

The methods he adopts to do this will vary according to existing conditions and must at all times conform to the requirements of the military authorities.

Generally speaking, his duties will be as follows:—

- (a) Officiating at Divine Service.
- (b) To be a counsellor to his men on any matter.
- (c) To inculcate and foster a high standard of ethics and behaviour.
- (d) To assist sick and wounded in any way possible.
- (e) To encourage men in their tasks, especially in difficult periods or during periods of disappointment.
- (f) To discover fundamental causes of conduct for which men are awarded detention or punishment.
- (g) To assist Commanding Officers in personnel problems.
- (h) To advise and co-operate on matters of recreation, including reading material.
- (i) To conduct burial, marriage, or baptismal services.
- (j) Visiting detention quarters.

26. The personal work of the Chaplain among officers and men may be of the greatest possible value. It is the life that the Chaplain lives, as well as the creed he professes, that will count most in the Service. He can be of the greatest possible value to the unit to which he is posted:—

- (a) By creating and fostering a strong esprit de corps.
- (b) By maintaining a high morale among the men.
- (c) By taking an interest in Orderly Room and Sick Parades.
- (d) By taking part in all route marches and if possible, sports.
- (e) By getting the men to write letters and if required, helping in the censoring of letters.

- (f) By assisting insofar as is possible in minor administrative duties which the Commander of the formation or unit with which he is doing duty may ask of him.
- (g) By keeping in touch with his men in places of danger. One visit of a cheerful padre in places of danger and difficulty is worth many learned lectures in the safety of billets.
- (h) By keeping an active interest in times of action in the work of the Medical Officer and helping, but not hindering, wherever and whenever he can.
- (j) By sending home an exact report of the wounded or dead, after finding out the nature of the official report, and subject to proper censorship.
- (k) By remembering at all times that he represents the spiritual and moral values for which our nation is at war.

27. Spare.

Parade Services

28. A Chaplain is expected to hold parade services every Sunday morning for the troops in his charge. Arrangements as to the time and place of such service should be made with the Commanding Officers of the units concerned. Notification of any services, wherever possible, should be published in Unit or Brigade Orders. Such notification should be forwarded in sufficient time that it will be brought to the attention of all concerned as early as possible.

Services should be arranged so that each Chaplain in the Brigade or other formation will have an opportunity of conducting services in all of the units of the formation to which he is posted.

Attention is drawn to K.R. (Can.) 1148 to 1154, inclusive.

29. Before the service starts, the parade is handed over to the Chaplain by the Officer Commanding the parade. In general, the procedure will be as follows:—

The parade is drawn up under the Officer Commanding. He hands over the parade to the Chaplain, usually by saluting.

The Chaplain acknowledges the salute, and from that moment is in charge of the parade until he, in turn, hands it back to the Officer Commanding at the completion of the service—which he will do by saluting.

Protestant Order of Service

30. The following order of Divine Service for the Canadian Forces may be used on all occasions, except when attending regular church services. This order has been approved by the different groups of

the Protestant Church in Canada, and will be used by Church of England Chaplains. Other denominations may use any part of it that they wish at services for men of their own Denomination when separate denominational services are held:—

A Hymn
 A Sentence
 The General Confession
 The Absolution or a Prayer for Pardon
 The Lord's Prayer
 A Psalm
 A Lesson
 The Apostle's Creed
 Collects and Special Prayers
 A Hymn
 The address
 The National Anthem
 The Blessing

No service in the open air, or where the troops have to stand, should exceed half an hour.

Communion Services

31. Communion Services will be arranged by the Chaplains for men of their own denominations and should be conducted according to the practice of the church the officiating Chaplain represents.

32. Communion Services should be parade services—not in order to compel attendance but to give those services all the advantages of a parade.

33. Church of England Chaplains should see that Holy Communion is administered every Sunday and Holy Day, in the early morning, or after parade, or at such other times as will enable all who so desire to communicate. The Chaplains will keep a list of the names of all officers and men who communicate and will arrange, where possible, for classes or services of preparation.

Roman Catholic Services

34. Attendance at Mass on Sunday should take the form of a Parade Service. Earlier Masses should be arranged also, where possible, for the convenience of those who may wish to receive Holy Communion. A Parade Mass should be held also on Holy Days of Obligation, but at an earlier hour than on Sunday in order not to interfere with the daily program of training.

When necessary, a Chaplain may celebrate three Masses on Sundays and Holy Days of Obligation.

Week-day Masses should be said at an hour that is most convenient for the service personnel in order to encourage attendance thereat and the reception of Holy Communion. These and other voluntary services, as well as hours of confession, etc., may be announced in Orders upon request, in addition to the regular announcement at the previous Parade Mass.

A special privilege has been granted whereby Mass can be said in the afternoon or before seven o'clock in the evening for those who are unable to attend in the morning. It is permitted, furthermore, to say two Masses on First Fridays, and even on other days, when necessary, to enable a Chaplain with scattered groups to provide Mass and Communion a couple of times a month.

In the field, Holy Communion may be given at any hour of the day and without obligation of observing the Eucharistic fast.

Holy Communion may be given to the sick daily even though they may have found it necessary to take medicines or other liquids.

The privilege relative to the reception of Holy Communion in the afternoon, or in the morning following night duty should be carefully explained to the men.

Jewish Services

35. The Jewish Chaplain will make the necessary arrangements for all ministrations and services for adherents of the Jewish faith, including the securing of lay readers or civilian Rabbis to lead such services when necessary. Chaplains in camps and formations will assist Jewish Chaplains or Rabbis to make adequate provision for troops of the Jewish faith to convene for their own worship service at the same hour as other parades, and on certain sacred days as the exigencies of the Service may warrant.

Change of Denomination

36. It is to be clearly understood that Chaplains are not to attempt in any way to influence soldiers to leave the branch of the Church in which they have grown up.

When a soldier has it in mind to change his religion he will make an application in writing to his Commanding Officer, who will at once communicate this notification to both the Chaplains concerned.

Baptism

37. When Chaplains either in Canada or overseas are called upon to baptize children or adults, permission must be obtained from the proper church authorities before action is taken.

A report on each service, with full particulars regarding the parents and person baptized, must be sent to the Senior Chaplain, and a proper record left in the Church in which the baptism takes place.

Marriage

38. Before conducting any marriage ceremony, Chaplains will ensure that all regulations, both Military and State, are complied with. Such points include:—

- The Chaplain's licence to solemnize marriage;
- The C.O.'s permission;
- Arrangements for dependents' allowance, etc.

Full information on such matters can be obtained from the O.C., the unit to which the soldier belongs, and from the local Church authorities. These points are of great importance, especially overseas.

The conditions under which an officer or soldier obtains permission to be married and the procedure to be followed, appear in Overseas Routine Orders and C.A. Routine Orders.

Burials

39. The method of conducting burials will depend very largely on the conditions under which they take place.

When conducting with full ceremony, the following rules will be observed:—

- (a) The Chaplain will meet the burial party at the entrance to the Cemetery and will precede it into the Church or to the grave as the case may be.
- (b) The Chaplain will then stand at the foot of the grave. When the burial party has taken up its position the Chaplain will proceed with the service. At the close of the service, he will remain at the grave until "Last Post" has been sounded.
- (c) The Chaplain will remove his cap while reading the service, but will replace it when the prayers are finished and act as all other officers while the last honours are being paid.
- (d) Sermons are *not* to be preached at burials.

Further details regarding Military Funerals will be found in the Manual of Ceremonial (1935), Chapter 16, as modified by Military Pamphlet No. 8, Section 5.

40. It is the duty of a Chaplain to assist at all times in every way he can to arrange for decent burial for all officers and other ranks who have fallen.

41. It is the right of a soldier and a point of supreme importance to his relatives that the burial service be carried out by a Chaplain of the denomination to which he belongs. Only when this is impossible should a Chaplain officiate at such a service for a soldier of any denomination other than his own. This is particularly important in the case of a member of the Roman Catholic Church. Chaplains will do all in their power to help each other in this important matter.

Marking of Graves

42. It is most important, especially overseas, that all graves should be clearly marked. This includes the particulars of the soldier interred therein and the exact map location of the grave concerned. Chaplains will do everything in their power to ensure that this is carried out. In every case the Chaplain will report to the relatives or next-of-kin in a sympathetic and appropriate manner.

Permanent headstones for graves are provided by the Imperial War Graves Commission; until these are available, temporary wooden markers should be erected in accordance with Routine Orders.

Consecration and Laying Up of Colours

43. This ceremony will be carried out in accordance with King's Regulations and Orders (Canada), para. 1373. The C.O. concerned is responsible for the ceremonial, but the Chaplain should make himself familiar with the details as laid down in K.R. (Can.) 1373, the Manual of Ceremonial, and Chaplains Handbook.

44. Spare.

Equipment and Supplies

45. Chaplains should provide themselves with the following:—

- (a) Portable Communion or Altar Set. (These may be obtained from the office of the Principal Chaplain concerned.)
- (b) Chaplain's Scarf, cassock and surplice (provided by Chaplains at their own expense).
- (c) Divine Service Books.
- (d) New Testaments.
- (e) Wine for Communion Service. (This may be obtained from the Army Service Corps or Hospitals or Field Ambulances.)
- (f) Stationery, obtained through the unit to which they are attached, or District H.Q.

Dress

46. Details of Dress are set out in Part XXIII, Dress Regulations for Officers of the Canadian Militia. The following details are included:—

Service Dress—

47. Headdress.—Universal pattern service dress cap but with black chin-strap and buttons. Badge as for forage cap, but the whole in black metal.

Jacket.—Universal pattern service dress jacket, with black buttons and badges of rank in black metal. Collar badges as for service dress cap, but smaller.

Collar and Clerical Stock.—

- (a) *Protestant Chaplains.*—White collar and black clerical stock will be worn when conducting Divine Service or on ceremonial occasions, by those Chaplains who are so required by ecclesiastical laws and customs. On all other occasions the wearing of a drab collar and tie as worn by other officers or a white collar and black clerical stock is optional.
- (b) *Roman Catholic Chaplains.*—An ecclesiastical regulation requires that all R.C. Chaplains wear the clerical collar and black clerical stock at all times, except in the field where they might constitute a danger in presenting a readily visible target to the enemy.

Trousers.—Will be of drab material, without cuff, of the same pattern as issued to other ranks. They may be fitted with a waist strap and buckle, belt loops, front or side and hip pockets.

Battle Dress.—Will be worn in the theatre of operations. This may be obtained from Ordnance Depots upon repayment.

Boots.—Brown Ankle.

Gloves.—Brown leather.

Belt.—Universal pattern. See Routine Orders.

Greatcoat.—Universal pattern drab greatcoat, with black buttons and badges of rank in black metal. See Routine Orders.

Winter Cap.—See Routine Orders.

Gauntlets.—See Routine Orders.

Badge and Buttons.—

- (a) *Protestant and Roman Catholic Denominations.*—Badges and buttons for Service Dress, Battle Dress, and Greatcoat will be in black metal. For the coloured Field Service Cap, gilt, silver, and enamel.
- (i) *On Forage Cap.*—Upon a wreath of laurel and oak, in gilt, a Maltese Cross (eight points) in silver. In the centre of the Cross, a circle in gilt on a blue enamel ground with the motto "In This Sign Conquer" pierced; within the circle a quatrefoil voided. The whole ensigned by the Imperial Crown in gilt.

- (ii) *On Collar*.—to be the same design as for the cap; but smaller and of black metal.
- (iii) *Buttons*.—In black metal, a Maltese Cross, surmounted by a Crown superimposed on a Maple Leaf.
- (b) *Jewish Faith*.—Badges and Buttons for Chaplains of the Jewish Faith to be of the following design: Upon a wreath of laurel and oak, a Star of David, in the centre of the Star, a circle containing a quatrefoil voided, and the whole ensigned by the Imperial Crown.

Scarf—

- (a) *Protestant Chaplains*.—Scarf of black silk, 7½ inches wide, with an embroidered badge as described below:—

In embroidery—upon an oval wreath of laurel and oak, in gold, a Grecian Cross, flanged ends, in silver, edged with a scarlet line. In the centre of the Cross, upon a blue ground, a circle in gold with the motto "In This Sign Conquer". Within the circle a quatrefoil voided. The whole ensigned by the Imperial Crown.

- (b) *Jewish Chaplains*.—Chaplains of the Jewish Faith, when officiating at Divine Service, are authorized to wear the Taleth, or Synagogue Prayer Scarf.

Ecclesiastical Dress—

- (a) *Protestant Chaplains*.—When officiating at a service where conditions permit, the Chaplain wears the recognized robes of the Church to which he belongs, with the Chaplain's Scarf. He may also wear the appropriate hood of his degree. The proper dress for Church of England Chaplains, when officiating, is Cassock, Surplice, and Scarf. For Chaplains of other Protestant denominations, their regular gown and scarf. Unless denominational custom requires otherwise, this should be a plain black Geneva, or Pulpit Gown. The Scarf is to be worn only when the Chaplain is robed. At no time is it to be worn with service dress, greatcoat, or raincoat.
- (b) *Roman Catholic Chaplains*.—In preaching and in conducting the ordinary devotions they will wear the soutane and surplice, and will be guided by the general rubrics and liturgical laws of the Church in officiating at Mass or in performing other sacred functions.

In general, the Canadian Chaplain Service will conform to Dress Regulations as issued through Routine Orders from time to time.

Outfit—

48. Chaplains should provide themselves with the following kit.

For service in Canada:—

- 2 Caps
- 2 Jackets or Blouses.
- 2 Pairs Trousers
- 1 Raincoat
- 1 Greatcoat
- 2 Pairs Boots
- 4 Khaki Shirts with loose collars
- 2 Khaki Ties
- 1 Pair Slippers
- 2 Pairs Pyjamas
- 3 Suits Underwear
- 6 Pairs Socks, Gloves, Handkerchiefs, etc.

For Service Overseas, in addition to the above:—

- 1 Haversack
- 1 Pair Rubber Boots
- 1 Wolseley Kit, with jaegar sleeping bag and eiderdown quilt
- Battle Dress as required.

49. Spare.

Reports

50. Reports will be rendered as follows:—

(a) DEPUTY PRINCIPAL CHAPLAINS

- (i) To Senior Officer Canadian Military Headquarters in the United Kingdom..... Monthly
- (ii) To Principal Chaplain..... Monthly

(b) ASSISTANT PRINCIPAL CHAPLAINS

- (i) To Commander, Formation..... Monthly
- (ii) To Deputy Principal Chaplain..... Monthly
(or in Canada to Principal Chaplain)

(c) DEPUTY ASSISTANT PRINCIPAL CHAPLAINS

- (i) To Commander Formation..... Monthly
- (ii) To Assistant Principal Chaplain..... Monthly

(d) SENIOR CHAPLAINS (FIELD FORMATIONS)

- (i) To Divisional Commander..... Monthly
- (ii) To Deputy Assistant Principal Chaplain..... Monthly

(e) SENIOR CHAPLAINS (Other than Field Formation)

- (i) To Commander..... Monthly
- (ii) To Deputy Assistant Principal Chaplain..... Monthly

- (f) Where not otherwise specifically provided, Chaplains will render weekly reports to the Officer Commanding the Unit or formation to which they are attached in addition to reports that they may from time to time make to the Senior Chaplain of the Division, District, or etc.

the following will be treated as follows:

20. Reports will be treated as follows:

- (a) District Principal Chairman
 - (i) To Senior Officer Canadian Military Headquarters in the United Kingdom..... Monthly
 - (ii) To Principal Chaplain..... Monthly
 - (b) Assistant Principal Chairman
 - (i) To Commanding Formation..... Monthly
 - (ii) To Deputy Principal Chaplain..... Monthly
 - (iii) To Principal Chaplain for in Canada to Principal Chaplain..... Monthly
 - (c) District Assistant Principal Chairman
 - (i) To Commanding Formation..... Monthly
 - (ii) To Assistant Principal Chaplain..... Monthly
 - (d) Senior Chairman (Civil Formation)
 - (i) To Principal Commanding..... Monthly
 - (ii) To Deputy Assistant Principal Chaplain..... Monthly
 - (e) Senior Chairman (Other than Field Formation)
 - (i) To Commanding..... Monthly
 - (ii) To Deputy Assistant Principal Chaplain..... Monthly
- (f) Where not otherwise specifically provided Chaplains will render weekly reports to the Officer Commanding the Unit or formation to which they are attached in addition to reports that they may from time to time make to the Senior Chaplain of the Division, District, or etc.

CHAPLAIN



